

**SAN BERNARDINO COUNTY AIRPORTS COMMISSION MEETING
MARCH 22, 2018.**

The meeting of the San Bernardino County Airports Commission was called to order at 10:03 a.m. by Commissioner Jim Bagley. Meeting location: Department of Airports, 777 E. Rialto Avenue, San Bernardino, CA 92415

Commission Members Present:

Jim Bagley, Desert at Large, Vice Chair
Mark Taylor, First District
Christine Canepa, Second District
William Smith, Third District,
Larry Asmus, Valley at Large

Commission Members Absent:

Roy Cox, Fifth District, Chair
Ray Marquez, Fourth District

Staff Present:

James E. Jenkins, Director
Maureen A. Snelgrove, Assistant Director
Nicole Leyden, Secretary I
Vince Corona, Maintenance Supervisor
Ken Hardy

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Visitors Present:

Bob Velker
Deana Olivares-Lambert
Carl Scholl
Chuck McCormick
Harvey Luth

Chino Development League
The 20/20 Network
Aero Trader
Mead & Hunt
Chino Valley Fire District

Pledge of Allegiance

Led by Commissioner Bagley

Report on Posting of Agenda:

Mr. Jenkins stated that the agenda had been posted.

Awards, Guest Introductions and Announcements:

Guests introduced themselves.

Mr. Jenkins presented Vince Corona, with a pin for 10 years of service with the Department of Airports. He began as a Maintenance Worker I at Chino Airport. He was then promoted to Maintenance Supervisor at Apple Valley Airport 4 years ago.

Action Item - Approval of Commission Meeting Minutes, January 25, 2018

Moved by Commissioner Taylor, seconded by Commissioner Smith. The item passed unanimously to approve the commission meeting minutes from January 25, 2018.

Action Item - Approval of Commission Meeting Minutes, February 22, 2018

Moved by Commissioner Asmus, seconded by Commissioner Taylor. The item passed unanimously to approve the commission meeting minutes from February 22, 2018.

Commissioner Reports/Comments

Commissioner Asmus inquired about the recent power failure at Chino Airport.

Mr. Jenkins stated that the power failure in the previous week affected 2/3 of the airport, which has several fire suppression systems. There is a back-up system, but it is not dependable. With a system failure of this nature the Department begins an immediate on-site fire watch. If it occurs during off-work hours then the on-site guard service is informed to be on fire watch. We also have a 36 inch high pressure gas main which goes down the center of the airport. We keep watch on this as well.

Commissioner Bagley expressed his disappointment for Twentynine Palms Airport not having new cameras installed yet. He said that he is not aware of any new fuel thefts, but things have been moved around on the airport by someone.

Mr. Jenkins explained that the county has procurement protocols and we are subject to those protocols. The procurement for the cameras have been made and the purchase order should be in route to the vendor at this time. As soon as the vendor receives that then they will begin to install the new cameras. These are professional grade, low-light visibility, and high resolution cameras.

Mr. Jenkins shared that the Department is addressing the fuel theft issue, but he also encourages the aviation community to contact the Sheriff's Department when incidents occur. He states that installing the cameras is the first step in the trying to resolve the issue, but this might not be the total solution.

Mr. Jenkins said that he would like to share with the aviation community that the Department is willing to have a caretaker for Twentynine Palms Airport as we have had in the past.

Public Comments

No public comments.

Information Item – Brown Act Update Presentation by County Council

Ken Hardy from County Counsel provided an overview on the Brown Act.

This is the basic open meeting law for local government agencies in California.

The core summary requirements are actions of a legislative body must be made in public meetings, must have an agenda posted 72 hours before a meeting, actions are limited to what is on the agenda, and the public has a right to comment on the agenda or anything in the jurisdiction of the agency.

Discussion Item: Airport Maintenance

Ms. Snelgrove shared that the new maintenance supervisor will have the responsibility of the outlying facilities and will be in position by mid-April. At that time he and Ms. Snelgrove will be traveling to the desert airports to create a list of maintenance projects which need to be addressed. Money has been allocated in the next fiscal budget for these projects.

Discussion Item: Visits to Outlying Airports

Commissioners expressed the benefits of continuing to have commission meetings at the outlying facilities. Also, flexibility to reschedule meetings to be at a certain airport at times is favored.

Director's Reports

Capital Improvement Program

Three Apple Valley Airport projects – Terminal parking lot improvements, taxiway reconstruction and drainage, and washrack. These are all in design revision and the Department expects to have them back by mid-April and will most likely move forward on those projects in the fall.
Windlocks – Replacement of the windlocks at Apple Valley is ongoing.

Kimball Avenue – Chino Airport retention and storm water conveyance. Mr. Jenkins is still coordinating with the City of Chino on revisions of the plans.

Building A220 – Demolition will occur next week.

Building A305 (the mailroom) – Demolition scheduled for next year.

Board of Supervisors Activity

Ms. Snelgrove stated that there was one item that went to the Board which was a revenue lease agreement with Pioneer Airport. This was approved for use of 1.99 acres of land at Chino Airport.

Real Estate

Ms. Snelgrove briefed the commission on a few real estate items. Nothing of significant change since last month. The analysis that was done for So Cal MRO by the County Finance Department has been transferred to the Director of Real Estate Services. This is for review and determination regarding the potential for them to have the assignment from Mooney

Financial Report

Ms. Snelgrove shared that the Department's finances are tracking well. Expenditures are still holding and revenue is on target. The Department will be putting a significant amount of money into reserves.

Monthly Reports

Ms. Snelgrove: She attended the Board of Supervisors fee workshops and hearings. All the proposed fees for the Department of Airports were approved.

Airport Appraisals – She met with the consultant who is doing the appraisals for Chino and Apple Valley Airport. Appraisals for Chino are expected mid-April and then about 40 days after that will be Apple Valley.

RSAT meeting (Runway Safety Action Team) - She attended the quarterly meeting and Caltrans field inspections. The Department has been working diligently since the last RSAT meeting to get Chino Airport improved. These improvements were recognized by the FAA. At the next RSAT meeting this summer the Department will provide the FAA with a schedule of ongoing deadlines for improvements that we have.

State of the County - She attended the event.

Chino Airport Gate System Repair — Transponder issues being addressed.

Mr. Woodruff – He attended a Wildlife Conference in Tulsa, Oklahoma last week – learning how to handle wildlife and migratory birds at the county airports

Chino Airport Operations

Ms. Snelgrove pointed out that there is an increase in Chino operations. Possible contributing factors are that Helistream is using Chino Airport for their operations and more flight schools. Also there is more activity from the commercial hangar complex.

The report from the RSAT meeting is that Chino is now 4th in the nation for runway incursions, which is down from being 1st on the list.

Date, Time and Place of Next Meeting

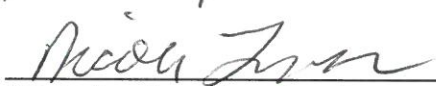
The next meeting will be held on Thursday, April 26, 2018 at 10:00 a.m. at Chino Airport – Threshold Aviation, 8352 Kimball Avenue, Hangar F-350, Chino, CA 91710

Adjournment: Meeting adjourned by Commissioner Bagley at 11:04 a.m.

Respectfully submitted,



Jim Bagley
Airports Commission

James E. Jenkins, Director
Department of Airports

Nicole Leyden, Secretary I
Department of Airports